

SUBMITTAL TRANSMITTAL INSTRUCTIONS

1. Enter the specification number in the appropriate box, top right corner. Only one specification number per submittal.
2. Enter submittal number and paragraph(s) in the appropriate box, one submittal number per form.
3. Keep all submittal numbers in sequence.
4. If this is a resubmittal, so state in the appropriate block with its previous submittal number.
5. Do not use the resubmittal's previous submittal number. Instead, use the next number in the submittal sequence.
- 6.

Code	Description
AS	As- Builts
CA	Calculations
CC	Certificate of Compliance
ES	Extra Stock
FT	Field Test
MD	Manufacturer's Data
NR	Name/Factory Authorized Representative
NT	Notification
OM	Operations and Maintenance Manuals
PP	Work Plan/Procedure
PC	Pre-Construction
QA	Quality Assurance
RD	Record
SA	Sample
SD	Shop Drawing
SI	Installed Sample/Mockup
SV	Survey
TD	Test Data
WA	Warranty

"Approved" means that the submittal has been approved as submitted and may be incorporated into the work.

"Disapproved" means that the submittal has not been approved as submitted and must be resubmitted into the work.

"Approved as Noted" means that the submittal is approved as subject to compliance with specific remarks on the transmittal form or on the submittal itself.

PROJECT TITLE: _____
(DESCRIPTION)

CONTRACT NO: _____

[illegible]

DCR NO.

CONTRACTOR: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

SKETCH ATTACHED YES NO

CONTRACTOR'S REP (SIGNATURE) DATE

RESPONSE

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

COR (SIGNATURE)	DATE
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PM _____ TL _____ KO _____

CONTRACT NO:

[illegible]

DATE _____

SOLICITATION NO: DTCG50-_____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

COMPANY NAME: _____ FAX: _____

[illegible]

TIME BEGIN: _____ TIME END: _____

PM_____ TL_____ KO_____

PROJECT TITLE: _____

CONTRACT NO: _____

[illegible]

PROJECT TITLE: _____

CONTRACT NO: _____

LOCATION/ROOM NO: _____

[illegible]

COR (SIGNATURE)

DATE _____

CONTRACTOR'S REP (SIGNATURE)

DATE _____

Page ____ of ____

FINAL INTERIOR INSPECTION CHECKLIST

DATE _____

ROOM NUMBER

ROOM NAME

DOORS

☐ Acceptable
☐ Remarks

☐ Clean-Up

☐ Refinish

FRAMES

☐ Acceptable
☐ Remarks

☐ Clean-Up

☐ Repaint

☐ Caulk

HARDWARE

☐ Acceptable
☐ Remarks

☐ Clean-Up

☐ Adjust

☐ Adjust Closer

FLOOR

☐ Acceptable
☐ Remarks

☐ Clean-Up

☐ Remove Mastic

☐ Replace Tile

BASE

☐ Acceptable
☐ Remarks

☐ Clean-Up

☐ Loose, Re-glue

☐ Replace

WALLS

☐ Acceptable
☐ Remarks

☐ Clean-Up

☐ Repaint

☐ Touch-up

CEILING

☐ Acceptable
☐ Remarks

☐ Clean-Up

☐ Replace Tile

☐ Missing Tile

WINDOWS

☐ Acceptable
☐ Remarks

☐ Clean Frame

☐ Clean Glass

☐ Adjust Hardware

PLUMBING

☐ Acceptable
☐ Remarks

☐ Clean Fixtures

☐ Replace Fixture

☐ Correct Leaks

HVAC

☐ Acceptable
☐ Remarks

☐ Clean Diffusers

☐ Correct Noise

☐ Adjust

ELECTRICAL

☐ Acceptable
☐ Remarks

☐ Clean Fixtures

☐ Clean Device

☐ Replace Lamps

EQUIPMENT

☐ Acceptable
☐ Remarks

☐ Clean-Up

☐ Final Connections

OTHER REMARKS:
